

**DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS**

Cover Sheet for Electronic Filing

I am filing the attached papers at the Office of Administrative Hearings.

1. Check one of the boxes below.

☐ The case number is: _____.

☐ This is a new case, and a case number has not yet been assigned.

2. Briefly describe the paper that you are filing:

3. My name, mailing address, telephone number, and e-mail address are:

Name: _____

Telephone: _____

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City, State, Zip: _____

I agree to receive documents from the court at my email address. Yes No

4. You should complete this form, save it to your computer, and then attach it to an e-mail, along with the papers you are filing. The e-mail address for filing papers at OAH is oah.filing@dc.gov. Papers sent to any other e-mail address will **not** be accepted for filing.

I sent a copy of the attached papers to all other parties or their representatives as listed below.

Person to Whom the Papers Were Sent:

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☐ Mail ☐ Commercial Carrier

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If you sent the papers to more than two people, provide the above information for the additional people on a separate sheet.